

CHAPTER 5

ESTABLISHING COUNTY BUSINESS HOURS

5.1 PURPOSE.

This chapter is intended to establish a uniform policy governing the hours of operation for county offices and facilities to insure optimum public access to services.

5.2 DEFINITIONS. In this ordinance:

- (1) “Facilities” means all structures, real property, offices and buildings owned, operated or leased by the county of St. Croix.
- (2) “Legal holidays” means the days designated to observe the following: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day.
- (3) “Offices” means all office buildings where a particular kind of business is transacted or a service is supplied: such as a place in which the functions of a public office are performed, a major administrative unit of government, or a subdivision of some government departments.

5.3 BUSINESS HOURS.

- (1) All St. Croix County offices, inclusive of elective and appointive offices, agencies and departments, except the St. Croix County Highway Department, shall be open to the general public during usual business hours, which shall be defined as being the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday of each week with the express exception of legal holidays.
- (2) The cut-off time for recording documents (at the St. Croix County Register of Deeds) shall be 4:00 p.m. Said hours shall be computed in accordance with Wis. Stat. §§ 175.09 and 175.095. Documents shall be accepted up to the end of the business day but processed the next business day if received after the cut-off time.
- (3) The following offices shall have the business hours hereunder specified:
 - (a) The St. Croix County Highway Department hours shall be from 7:00 a.m. to 4:00 p.m.
 - (b) For St. Croix County Jail visitation hours consult the county website.

Ordinance No. 492 (98) — December, 1998

Repealed and Recreated: Ordinance No. 873 (2018) – November, 2018